

1. Why is control of a project so important and how is it achieved?

Why is control of a project so important:

- Use time more efficiently
- Comes in an budget
- Ensure project is focused
- Ensure tools, material, and people are available
- Good management - good communication with staff

How is it achieved:

- Scheduled of the different tasks e.g. daily weekly
- Financial funds of property
- Schedule

2. What is the different between data and information?

The differences between data and information:

- Information has to have meaning in order to be useful
- Data is what is stored in order to produce information
- Information is processed data (It is the most important one)
- Data often has no meaning to a person unless that person knows how to translate it.

3. Explain what a SWOT analysis involves, giving examples.

**SWOT** analysis is another approach that the enterprise might consider.

**Strength** - looking at the areas in which the business is doing well and any changes that the business can cope with e.g. video shop to out shine other similar video shops, flyers, posters, etc.

**Weakness** - looking at areas in which the business is not achieving its full potential e.g. video shop, old videos not being rented, out of date stock.

**Opportunities** - looking at the environment in which the business operates, potential openings, e.g. video shop apart from selling videos, also DVD discs, video games, popcorn, drinks, etc.

**Threats** - looking at the factors that might prevent the objects being achieved e.g. other video shop opening around the area.

4. Outline the stages you should follow to resolve an ethical problem

- Determine the stakeholders
- Examine the legal issue
- Consult guidelines

- Discover applicable ethical principles
  - Make a defensible ethical choice based on your conclusions from the preceding stages
5. Why is it necessary to set up a system maintenance plan on completion of a systems project?

Design to the system does not fail, replace the system, replace software, business process, might change regular system's check, system defragmentation.

6. Why does an analyst produce a definition of user requirements of a system before commencing detailed design?
- Because without a requirement specification, a design cannot be implemented.
  - The requirement specification details, what is required, not how the requirements to be implemented.
  - To identify how many much data is involved in a User requirement.
7. How might the principle of 'management by exception' be applied to computer produced reports?

IT

8. The 'users' of a system might be at more than one level in an organisation. Describe the possible levels of users.
9. Write a short description of each of the following jobs associated with IT:
- The systems integrator - role has appeared in the last couple of months. Enterprises have many systems in operation, running on different hardware, under different operating systems, employing different databases.
  - The procurer - responsible for buying new products although companies found that that the watcher might be able to do this.
  - The watcher - things happen so fast that some enterprises employ staff whose responsibility is intelligence about products and service, who is using them; how to what advantage, etc. so that the enterprise is in the best position to make selection decisions.
  - The network controller - involves the various sites are connecte3d in the most efficient way; that hardware and other faults are detected and rectified A.S.A.P.

10. Write a short description of each of the following:

- Hash totals - Hash Total is (non-sense total) produces by adding something or adding up something which not normally added up e.g. part number or code numbers. It takes no effect to counting the forms
- Data validation -
- Batch totals
- Check digits